



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date 6/27/79	Application Number 67		Application Number 79-17-A	Date Received JUL 5 1979
2. Person to Contact Pat Ward		Working Title Container Central Manager	Date Completed JUL 20 1979	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 79-17 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1971		5. Records Series Title (followed by title used in office, if different) Pass Copies File		
Latest To Date				
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Director of Operations assists the Executive Director in the managerial functions of the Georgia Ports Authority and is responsible for the operations of the Savannah State Docks & Warehouses - Garden City Terminal and Ocean Terminal, Savannah State Docks & Railroad Company, Augusta State Docks - Barge Terminal, Bainbridge State Docks - Barge Terminal & Brunswick State Docks & Warehouse. He also handles the function of leases, including negotiating leases for all divisions of the Port Authority, and with commercial and industrial concerns for use of space provided by the Georgia Ports Authority. The Container Central Manager is responsible for the overall operation of the Container Central Complex and Field Division. Engages in a variety of planning activities, analyses ship schedules, container volume, growth, recommends construction, sets internal operating procedures, maintains liaison with all segments of shipping industry.				
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. issuing passes in order to control containers entering and exiting the Georgia Ports Authority. Pass Copies stating action involved - whether containers were brought in and left, picked up, etc.		
File is arranged:		Chronologically		
8. Monthly Reference Rate One to six months old <u>2</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?				
How often are records referred to which are:				
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>12 legal boxes</u>				

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	4 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Pass copies need to be retained for the same length of time interchanges are retained because they back up the interchanges with information not contained on the interchange sheets. One document would be worthless without the other.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ month _____ then,

- ☒ Hold in the current files area _____ 6 _____ month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold _____ 3 1/2 _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>E. P. Ward</i>	6-29-79	<i>Carol Moxley</i>	6-27-79
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	7-18-79
		Secretary of State/Designee	7-16-79
		Attorney General/Designee	7-18-79

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Container Central Office with omission of entry & exit times.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>3</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other month then,

- ☒ Hold in the current files area 6 month(s) _____ year(s); then
- ☒ Transfer to local holding area, hold 2½ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>C. S. Sted</i>	<i>1/17/79</i>	<i>Carol Thompson</i>	<i>1-09-79</i>

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	<i>2-15-79</i>
Secretary of State/Designee	<i>Carroll Har</i>	<i>2-13-79</i>
Attorney General/Designee	<i>Art Shell</i>	<i>2-15-79</i>

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)